

# **APPENDIX C**

## **TRAINING**

## NEW EMPLOYEE ORIENTATION LAB ORIENTED RELATED TRAINING

**Name:** \_\_\_\_\_ **SSN (last 4 digits only):** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

- |   |                                  |                                  |                                |
|---|----------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> DFRC                 | <input type="checkbox"/> VCRU    | <input type="checkbox"/> CCRU    | <input type="checkbox"/> ADMIN |
| <input type="checkbox"/> DFRC -PDS Farm       | <input type="checkbox"/> VCRU-SB | <input type="checkbox"/> CCRU-RL |                                |
| <input type="checkbox"/> DFRC-Marshfield Farm |                                  |                                  |                                |
| <input type="checkbox"/> DFRC-Milwaukee GLWI  |                                  |                                  |                                |

	<i>Personal Information</i>	<i>Emergency Contact</i>
Name:		
Relationship:		
Address:		
Telephone:		
Email:		

Type of Orientation	Name of Person Responsible for Orientation	Date Orientation Scheduled	Signature of Person Responsible for Orientation
<b>Human Resources</b>	Laura Jones		
<b>Financial</b>	Julie Grogan		
<b>Purchasing</b>	Dolores Milton		
<b>Supervisor</b>			
<b>Timesheets</b>	Unit Timekeeper		

*LAB-RELATED*

***TRAINING REQUIREMENTS***

*Mandatory Training Materials Provided by HR Administration at Time of Appointment:*

- |  |  |
|--|--|
| <input type="checkbox"/> Sexual Harassment                   | <input type="checkbox"/> Environmental Management System   |
| <input type="checkbox"/> Handling Diversity in the Workplace | <input type="checkbox"/> Use of Government Vehicles        |
| <input type="checkbox"/> Ethics Brief Orientation            | <input type="checkbox"/> USDA Radiation Training/Exemption |
| <input type="checkbox"/> SHEM                                | <input type="checkbox"/> eAuthentication/AgLearn           |
| <input type="checkbox"/> General Information                 |  |

*Mandatory Training Provided by Administration Staff if Purchasing/Traveling:*

- ☐ Purchase Card Management System (Purchasing)
- ☐ Travel Card (Purchasing)
- ☐ CATS (Financial)

*Job Specific Training (Supervisor to Specify Needed Training):*

- ☐ Radiation (Also see Lab Safety)
  - ☐ Procedures
- ☐ Laboratory Safety
  - ☐ Procedures   ☐ Equipment   ☐ PPE   ☐ Cleanup   ☐ Fire Safety
  - ☐ Emergency Procedures   ☐ Chemical Hygiene Plan   ☐ UW Chemical Safety

*Building Specific Training:*

- ☐ Physical Layout
- ☐ Emergency Procedures
- ☐ Security

*New Employee Orientation by Human Resources (Administration)*

<b><i>Human Resource General Procedures</i></b>	
New Employee Paperwork	
Fingerprinting	
Timesheets/Payroll	
AgLearn	
Employee Personal Page (EPP)	
<b><i>Use of Government Vehicles</i></b>	
Approval of “Authorization to Drive Federal Vehicle” form	
Wearing Seat Belts at all Times	
No Smoking Policy	
Driving at Posted Speed Limits	
Obey All Traffic Laws	
Use of Voyager card for gas purchases	
Parking in designated lots only ( <i>when using UW parking lots</i> )	
What to do if involved in an accident or emergency	
Revocation of Driving Privileges	
<b><i>Location’s Safety, Health &amp; Environmental Management (SHEM) Program</i></b>	
Copy of SHEM Committee Members	
Bulletin Board Postings	
SHEM Website	



*New Employee Orientation by Purchasing (Administration)*

<b><i>Purchase Card Management System General Procedures</i></b>	
Employee completes application for PCMS card	
Complete PCMS written training materials and return test to Contracting Officer (CO)	
PCMS card received, CO provides computer training	
<b><i>Travel General Procedures</i></b>	
Complete Travel Card application form	
Complete application for Federal Passport ( <i>if applicable</i> )	
Provide 2 photos for Federal Passport ( <i>if applicable</i> )	
Use of travel orders	

*New Employee Orientation by Finance (Administration)*

<i>CATS General Procedures</i>	
Employee PCMS application and training via purchasing	
Complete computer training with Accounting Technician	

**Job Specific Training:** *Radiation*

[illegible]

**Job Specific Training:** *Laboratory Safety*

<b><i>Laboratory Procedures General Procedures</i></b>	
Syringe/Needle/Broken Glass Storage & Disposal	
Broken glass for repair procedure	
Organic Solvent Disposal	
Radioisotope Procedures and Disposal	
Cleaning & Storage of Glassware for Nucleic Acid Work	
Autoclave Operation	
Freezers & Alarm System, Alternative Cold Storage	
Biological Safety Protocol	
Hot Room	
Ordering Supplies & Equipment	
Glassware Washing	
Location of Hazardous Waste Receptacles	
Location & Use of Lab Ice Machine	
Location & Use of Lab Dry Ice	
Location & Use of Liquid Nitrogen	
Location & Use of Distilled and De-ionized Water	
<b>Laboratory Equipment</b>	
Care & Use Absorbance Microplate Reader	
Care & Use of Analyzer, Carbon Nitrogen Combustion	



Care & Use of Analyzer, 4 channel ion	
Care & Use of Analyzer, Flow injector	
Care & Use of Analyzer, Food & Feed	
Care & Use of Analyzer, Dual-Channel Biochem	
Care & Use of Analyzer, Gas	
Care & Use of Analyzer, genetic	
Care & Use of Analyzer, Nitrogen	
Care & Use of Analyzer, Nitrogen/Protein	
Care & Use of Analyzer, Z2 Particle Counter	
Care & Use of Auto microviscometer	
Care & Use of Autoclave / Sterilizer	
Care & Use of Autoradiography System	
Care & Use of Autosampler	
Care & Use of Balances	
Care & Use of Benches	
Care & Use of Biologic Duoflow System	
Care & Use of Biological Safety Cabinets	
Care & Use of Bunsen Burners	
Care & Use of Calibration Systems	
Care & Use of Camera, Digital	
Care & Use of Camera, Digital, Microscope	
Care & Use of Capillary Pump/Autosampler	
Care & Use of Cell Extract Analyses & Thimbles	
Care & Use of Centrifuge(s) & Rotors	
Care & Use of Certiprep Geno Grinder	
Care & Use of Computer Hardware & Software	
Care & Use of Chamber, anaerobic	
Care & Use of Chamber, germinator	
Care & Use of Chamber, heated	

Care & Use of Chamber, regulator	
Care & Use of Chamber, Tissue Culture	
Care & Use of Chef-Gel System	
Care & Use of Chopper, Laboratory	
Care & Use of Chromatograph	
Care & Use of Chromatograph, Gas	
Care & Use of Chromatograph, Liquid	
Care & Use of Chromatograph, Mass Spec	
Care & Use of Chromatograph, With Carousel	
Care & Use of Counter Scintillation	
Care & Use of Counter Scintillation, Liquid	
Care & Use of Cross Beater Mill	
Care & Use of Cyclograph System	
Care & Use of Densitometer	
Care & Use of Detector	
Care & Use of Detector, Analytical/semipreparative	
Care & Use of Detector, Electrochemical	
Care & Use of Detector, Evap. Light Scattering	
Care & Use of Detector, PDA	
Care & Use of Electro Cell Manipulator	
Care & Use of Electrophoresis System	
Care & Use of Elemental Combustion System	
Care & Use of Environmental Chamber	
Care & Use of Feed Management System	
Care & Use of Film Recorder	
Care & Use of Fraction Collector	
Care & Use of Fraction Collector, Micro	
Care & Use of Freeze Dryer	
Care & Use of Freezemobile	

Care & Use of Freezer	
Care & Use of Friabilimeter	
Care, Use, Storage & Transport of Gases, Compressed, Cylinders	
Care & Use of GC-MS/MS	
Care & Use of Gel Documentation System	
Care & Use of Gene Amplifier	
Care & Use of Gene Chip Analysis System	
Care & Use of Gene Gun	
Care & Use of Genetic Analysis System	
Care & Use of Grinder	
Care & Use of Grinder, Shatterbox	
Care & Use of Grinding Mill	
Care & Use of Growth Chamber	
Care & Use of Growth Chamber, Plant	
Care & Use of Hood, Fume	
Care & Use of Hood, Laminar Flow	
Care & Use of HPLC System	
Care & Use of Incubator, Tissue Culture	
Care & Use of Injector Sampling	
Care & Use of Isoelectric Focusing System	
Care & Use of Laser Area Meter & Attachments	
Care & Use of LC System	
Care & Use of Luminometer	
Care & Use of Mastercycler, EP Gradient	
Care & Use of Micromalt Machine	
Care & Use of Micropipettes/calibration	
Care & Use of Microplate Reader	
Care & Use of Microplate Reader, Spectraflor	
Care & Use of Microscope	



Care & Use of Microscope, EPI Fluorescence	
Care & Use of Microscope, Photo	
Care & Use of Microscope, Research	
Care & Use of Microscope, Stereo	
Care & Use of Mixer Mill	
Care & Use of Moisture Wave & Sensor	
Care & Use of Particle Delivery System, Biolistic	
Care & Use of PCR Detection System	
Care & Use of PCR Detection System, Gene Amp	
Care & Use of PCR Detection System, Real Time	
Care & Use of Phast System	
Care & Use of Photodiode Array, Detector	
Care & Use of Photodiode Array, Spectrophotometer	
Care & Use of Power Supplies, High Voltage	
Care & Use of Press	
Care & Use of Processor Sample Waters	
Care & Use of Pump	
Care & Use of Purification System	
Care & Use of Refrigerator	
Care & Use of Sample Changer	
Care & Use of Sampler, 4 Channel Multipoint	
Care & Use of Scanner	
Care & Use of Sequence System, Detection	
Care & Use of Sequence System, Injection Analysis	
Care & Use of Shaker	
Care & Use of Shaker, Bench Top	
Care & Use of Shaker, Environmental	
Care & Use of Shaker, Floor	
Care & Use of Shaker, Incubator	



[illegible]

<i><b>Personal Protective Equipment (PPE)</b></i>	
Use of Lab coats (must we worn at all times in lab)	
Use of safety glasses, goggles, face shields	
Use of gloves (disposable, chemical and/or acid resistant, hot/cold protection)	
Appropriate footwear (lab versus field; no open toe shoes)	
Use of respirators/masks (grinding/chemical)	
Use of Hearing protection when sound level exceeds 85 decibels	
<i><b>Chemical Safety Hazards</b></i>	
Location of Chemical Inventory and Emergency Response Information	
Location of Unit Chemical Hygiene Plan	
Location of UW Laboratory Safety Guide	
Mixing Chemicals (location of mixing chart)	
Solvent Waste Disposal	
Acid Disposal	
How to read and interpret labels on chemicals	
How to use the Merck Index & Aldrich Books	
How to use MSDS (Material Safety Data Sheet)	
What to do if Chemical or Acid Spill	

<i>Chemical Storage</i>	
Dry Chemicals	
Flammables	
Acids	
Bases	
Compressed Gas Cylinders	
Bulk Storage (Regulator, compatibility, installation and operation)	
Moving, handling and storage	
<i>Equipment/Supplies Storage</i>	
Within the Lab	
Outside the Lab	
Bulk Storage	
Excess Storage	
Walk-in Freezers	
Other (please explain)	
<i>Engineering Lab Procedures</i>	
Must wear safety glasses at ALL TIMES when in the machine shop	
Use of special PPE for welding	
Training on equipment prior to usage	
Location of Emergency Shut-off valves on equipment	



Assistance from shop personnel while operating equipment	
Storage of Gases, Flammables	
<b>General Lab Safety Information</b>	
SHEM Safety Station	
First Aid Kit/Supplies	
Emergency Procedures (UW bound material)	
Emergency Exits	
Emergency Shelter (fire/tornado/etc.)	
Location and use of Fire Extinguishers	
Location of Eye Wash and Quick Drench Shower	
Lab doors to be closed at all times (negative air pressure)	
No food storage in lab chemical Refrigerators/freezers/ice machines/microwaves	
No eating in lab	
Location of UW-Safety Website ( <a href="http://www2.fpm.wisc.edu/chemsafety/">http://www2.fpm.wisc.edu/chemsafety/</a> )	
Location of Madison Location Safety Website ( <a href="http://ars.usda.gov/Services/docs.htm?docid=4811">http://ars.usda.gov/Services/docs.htm?docid=4811</a> )	



**Building Specific Training: *Physical Layout***

<i>Interior Areas</i>	
Location of Rest Rooms	
Location of Staff Lunch Rooms/Lounges	
Location of Staff Refrigerators/Microwaves	
Location of Vending Machines	
Location of Main Office for Unit	
Location of Conference Rooms	
Location of Radioactive Areas	
Location of Magnetic Areas	
Location of Dark Rooms	
Location of Grinding Rooms	
Location of Stock Rooms	
Location of Cold Rooms	
Location of Elevators	
Location of Maintenance Rooms	
Location of Trash/Recyclable Containers	
Location of temporary storage for items that are to be sent to SWAP	
Location of Informational Bulletin Boards	
<i>Exterior Areas</i>	
Location Administration Office (1925 Linden Drive...DFRC building)	

[illegible]

**Building Specific Training: *Emergency Procedures***

<b><i>Reporting Emergencies</i></b>	
Emergency Phone Number: <b>9-9-1-1</b>	
Chemical Spills (UW Chemical Safety Guide or )	
Radioisotope Spills (UW Radiation Safety Guide)	
Fires (Follow Posted Building Evacuation Plan; Occupant Emergency Plan)	
Mechanical System Failures (See Yellow Emergency Sheets)	
Freezer Breakdown (See Posted Yellow Emergency Sheet)	
Bioterrorism: 9-9-1-1	
<b><i>General Information</i></b>	
Location of Telephone	
Location of First Aid Supplies	
First Aid/CPR-Trained Individuals on Floor/Building	
Location of Emergency Information	
Calling Ambulance: <b>9-9-1-1</b>	
Transporting to Emergency Room (non ambulance)	
<b><i>Reporting an Incident/Accident</i></b>	
Check Scene for Safety	
Apply First Aid, if Necessary	



[illegible]



**Building Specific Training:** *Security*

<i>General Information</i>	
After Hour Access (Pass required)	
Lab and Building Keys	
Mailboxes	
Policy on Telephone Usage	
Policy on Computer Usage	
Reporting Suspicious Activity	

Comments/Questions:

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I certify that I have been informed of the procedures and policies contained herein and that it is my responsibility to read the material provided by my supervisor as soon after commencing work as possible. These materials may include the Management Units's Chemical Hygiene Plan, Occupant Emergency Plan, Biological Safety Protocol and UW Safety Courses as applicable (Biological Safety, Chemical Handling, Radio Isotope Handling, Hazardous Chemical Transport, Animal Handling, etc.). I will record my training activity in my SHEM training log.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Performing Orientation

\_\_\_\_\_  
Date

*File a copy in the SHEM station training binder and the original in the official employee records of the USDA-ARS-Madison Location administrative office or UW, depending upon employer.*